

GRANTEE MONITORING

Grantee Name	Morris Life Care Pregnancy Center
Location/Address	712 Atlantic Avenue; Suite 5 Morris, MN 56267
Date and Location of Site Visit	October 27, 2016 712 Atlantic Avenue; Suite 5 Morris, MN 56267
Grantee Participants	Theresa Fisher - Executive Director, Ericka Bolluyt – Program staff, Board member and Treasurer
MDH Participant(s)	Mary Ottman, Grant Manager
Grant Agreement #/PO #	#109542

PURPOSE:

In accordance with the MDH Policy 238.01 Grantee Monitoring, MDH will conduct at least one monitoring visit per grant period on all state grants of over \$50,000, and at least annual monitoring visits on grants of over \$250,000.

The purpose of the grant monitoring visit is to review and ensure progress against the grants' goals, to address any problems or issues before the end of the grant period and to build rapport between the state agency and the grantees. This visit may cover topics such as statutory compliance; challenges faced by the grantee, modifications made to the grant program, program outcomes, grantee policies and procedures, grantee governance, and training and technical assistance needs.

The findings or information obtained through this monitoring activity will be used:

- To ascertain how MDH program funds are being utilized
- To provide targeted technical assistance needs
- To improve program implementation performance
- To suggest other training needs
- In future funding decisions

OVERVIEW

1. Is the Grantee's non-profit 501(c) 3 status current?

Yes

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2. Does the Grantee have a central file containing the official records for this grant agreement and/or amendment?

Yes

3. Where is this central file located?

Locked cabinet in office

4. Who is responsible for this central file?

ED & Treasurer

5. Does the central file include

- The grant proposal? Yes
- The award letter? Yes
- The signed grant agreement and any/all amendments? Yes
- Any/all requests and/or approvals for scope/budget changes? Yes
- The work plan? Yes
- Any/all payment requests (invoices)? Yes
- Any/all signed subcontracts? Not applicable (no subcontracts)
- Any/all Progress Reports? Yes

REPORTING REQUIREMENTS

1. Does the organization meet all reporting requirements as outlined in the grant agreement and/or amendment?

Yes, the grantee has met all reporting requirements for this grant agreement.

2. Are expenditure reports submitted timely and accurately?

Yes, reports and invoices are submitted accurately and timely.

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3. Are progress reports submitted with all required information and in a timely manner?
Program progress reports are submitted in a timely manner with all required information.

CONTRACTUAL

1. Does the Grantee have written policies or procedures addressing use of contractors and/or subcontractors?

Yes for the evaluation project.
2. Were any sub-contractors paid from the MDH grant required to sign a contractual agreement outlining services to be rendered, duration of engagement, and pay rate?
Yes, Philip Drown Consulting and Conway, Dueth & Schmiesing Accountants
3. Was the contractual agreement(s) reviewed and approved by MDH before implementation?
Yes

PERSONNEL POLICIES, PROCEDURES AND PRACTICES OF THE GRANTEE

1. Are time distribution records (e.g., time-sheets) maintained to show how employees who are funded through, or contributed in kind to, the MDH grant and who work on multiple projects/programs spend their time?
Yes
2. Do personnel and/or payroll records show dates of hire/termination, immigration status if applicable, actual hours of time worked, leave time, federal and state programs worked on, and earning for all employees who are funded through, or contributed in kind, to the MDH grant?
Yes
3. Does the Grantee have policies and procedures in writing regarding:
 - Payroll? Yes

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- Travel? [Yes](#)
- Overtime? [Yes](#)
- Timesheets? [Yes](#)
- Taxes? [Yes](#)
- Purchasing? [Yes](#)
- Compensated time off? [Yes](#)

4. Are employees time sheets approved?
[Yes](#)

By whom (what position)? [Office Manager and Treasurer and the employee](#)

By the Executive Director? [No](#)

5. Does the Grantee's payroll preparation and distribution involve more than one employee?
[Yes](#)

6. Does an authorized official approve all checks before being signed?
[Yes the board treasurer and office manager.](#)

Additional Comments:

[All employees are paid hourly and are not paid as salaried positions.](#)

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PROGRAMMATIC QUESTIONS

Please use this space to answer all questions.

Program History

- When was your program started? Why was it started? [The Center opened in 1994 and was able to provide material support to those women in crisis or unwanted pregnancies.](#)
- What need does your program fulfill? [To serve the emotional, material and spiritual needs and well-being of all clients.](#)
- How has the program grown or changed since its beginning? [The Center has expanded over the years but most recently with the PA funding that has enabled the Center to provide more than 3,000 services for clients in the last year.](#)

Grantee's Target population

- Who does the organization primarily serve? [Six area rural counties in northwestern Minnesota - pregnant women and their infants](#)
- What is the program's demographic and geographic coverage? [The program has served a large Hispanic population - more than half of clients in the last year have been Hispanic.](#)
- Review recent Demographic reporting. [Recent Demographic client numbers have been steady according to the Center's work plan.](#)

Leadership and Governance

- Effective Board: How many board members currently serve, who are they? [5 Board members including: Christine President, Dawn Vice Pres, Jaci Treasurer, Pat Secretary, & Paul Director](#)
- How often do they meet? How are they informed of organization's progress and challenges? [1 per month, via email and at board meetings](#)
- How supportive is the Board of the program? [supportive](#)
- How is the program staffed? Who is responsible for the supervision of grant staff? [ED](#)

How are staff evaluated on their performance? [90 days & yearly.](#) How long have PA staff been employed there? [ED 8 years, front Office 4, CSD 2](#)

- How are staff background checks done? [MDH recommends that all staff and volunteers who work at the center or with clients or handle funds should have a background check completed in their file.](#)
- What is your organization's policy on complaints for staff and clients?

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MDH recommends a written policy be available for all staff and clients on this topic with recommendations on how to handle their possible complaints.

Budget

- Does the current budget reflect your work plan activities? **Not quite – the ED will review the current work plan and budget and make revisions if needed.**
- Is the budget accurate for the project size/scope? **Yes**
- Do you have any challenges with the budget or invoicing? **No & yes -The current budget may need some reworking to reflect the upstart of new programming and recent funding issues.**
- Has your Financial Reconciliation taken place? **No**
- If you have an elevated risk designation, and/ or your Financial Reconciliation report cited any concerns, these will be discussed.
This grantee has an elevated medium risk level. Additional monitoring and a yearly site visit are required with this designation.

Review Work Plan including:

Partners

- If applicable: how are people referred to the program? **Friends, nurse, social services & WIC.** Are there any barriers encountered with referral sources? **Not at this time.** What is your most common referral source? **friends**
- Challenges with partners or specific counties? **No**

Work Plan

- Review your 2016 – 19 grant application's description of the program you are asking to be funded. On your work plan note the services and activities you said you would provide and the number of clients you would serve.
- **Prepare a short summary of your current program(s) and the number of clients being served.** How does what you describe in the application compare with what you are currently providing? **We are behind schedule.** Have any programs and/or activities or services been added or removed? **Not yet, but we should discuss.** Have the number of clients being served per quarter decreased or increased since June 2016? **Increased.** Is there anything in particular you want to share about your current program to explain its current status? **It is busy, but finances are tight**

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- Do you anticipate making any changes to the 2017-18 Work Plan? If so, in what way and for what reasons? [Yes, MMU and Ultrasound services](#)

Participants:

- What type of outreach does the organization put into action? What is working well? What are more the challenging aspects to finding or retaining clients? [I don't believe we have a challenge aside from traveling to different counties.](#)

Data:

- How is program data collected and by whom? [ED](#) Is data collected useful to agency? [yes](#)
- Anything we can do to help or simplify data collection? [I am happy with it, as is.](#)

Review Evaluation

- Your 2015-16 Evaluation Report Summary will be discussed (If you were a past grantee). [The most recent Evaluation report was discussed. There were not questions on the report.](#)
- Your 2016-17 Evaluation Plan will be reviewed. Any suggestions provided in your 2015-16 Report Summary should be included in the plan, if you are continuing a similar evaluation. If you are planning a new evaluation, details will be discussed. Do you have any questions on your evaluation? [Not at this time. Grantee will be evaluating car seat safety and prenatal appointment follow up with clients for the 2016-17 grant cycle. Portions of the evaluation project will be completed by the same subcontractor as last year.](#)

Miscellaneous

- Anything else you would like to share? [Morris LCC has had a difficult summer with financial deficiencies that have caused delays in their abilities to launch their new grant programs full throttle this fall. The board treasurer explained that their staff and board are working together to remedy the situation and will try to initiate all planned PA programming by spring. The mobile medical unit that was originally funded for mileage only may not be something the Center will continue to pursue because of the financial constraints already outlined. The medical programming that this unit would have supported will be pursued but will now be located in their center.](#)
- Anything else we haven't asked? [Not at this time.](#)

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What can we do to help?

- Trainings and Grantee meetings useful for grantee? **YES**. Any topic suggestions?
[Webinars and ACES / trauma based training](#)
- Feedback or suggestions for the state? **None at this time**.
- Is there any way MDH can assist you to better equip your success in the Positive Alternatives Grant Program?

Summary:

Morris Life Care Center is entering their second full grant cycle providing pregnancy and parenting education along with future planned medical services such as ultrasound and STI testing. They also serve a large Hispanic population and have made the commitment to hire an interpreter to reach these clients. At least 2 staff will pursue training for life coaching with this being added to the Center's program offerings soon. Morris also provides two other important education programs - safe sleep education and car seat safety.

During this site visit we discussed board development and training. The staff is recently receiving more support for the center from their board, however, it had not always been that way. Also the board is currently seeking out a few additional board members so the center is recognizing that this would be a good time to pursue additional board development.

As mentioned, with financial constraints identified this past summer the center staff and board are taking a thorough look at their financial future and staffing. Some changes may take place in the future with realignments of hours and duties.

The Executive Director will review the work plan and budget and submit any changes as the staff and board map their future for the center. The staff suggested that there will be few changes if any, to their work plan.

Morris LCC has been a responsible grantee with submissions of all reporting and invoicing. I look forward to our continuing partnership with the Positive Alternatives grant program.

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Date: November 1, 2016
Grant Manager: Mary Ottman